



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

January 5, 2011

To: Audit Committee

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

REVIEW OF BOARD POLICY NO. 5.040

At the request of the Executive Officer of the Board of Supervisors, this Office in collaboration with the Internal Services Department and County Counsel, have reviewed the Board of Supervisor's Policy No. 5.040 – Contractor Performance Evaluation. We recommend the following minor revisions which are to (1) move the Internal Services Department to the top of the list under the Responsible Department heading, and (2) extend the sunset review date to December 20, 2014. Also, please be advised that a committee comprised of several County departments has been convened to review two Board motions related to Policy 5.040 and that modifications to the Policy may be presented to the Audit Committee within the next few months.

If you have any questions, please contact Scott Wiles at (213) 893-1246 or swiles@ceo.lacounty.gov.

WTF:EFS
SAW:ef

c: Executive Office, Board of Supervisors
County Counsel
Internal Services



Los Angeles County **BOARD OF SUPERVISORS POLICY MANUAL**

Policy #:	Title:	Effective Date:
5.040	Contractor Performance Evaluation	02/13/98

PURPOSE

Defines and incorporates a vendor performance evaluation process in contracts and solicitation documents.

REFERENCE

January 13, 1998 Board Order, Synopsis 44

February 13, 1998 Chief Administrative Office memo, "Contractor Performance Evaluation"

POLICY

All contracts and solicitation documents are to include provisions for a period/annual performance evaluation of the contractor, including reports to the Board when performance does not meet contract standards, and indicating improvement measures, if any. If improvement does not occur consistent with the corrective action plan, a department may ultimately recommend that the Board terminate the agreement, or within existing authority, may terminate the agreement and notify the Board of such action. When a contractor's performance meets standards, departments should retain the evaluation results.

The performance evaluation language is in addition to any other quality control/quality assurance requirements that departments believe are appropriate for a particular contract.

Standard language to be included in all contracts and substantive amendments:

The following policy language shall be incorporated in substantially similar form into all County contracts and substantive amendments.

County's Quality Assurance Plan

The County or its agent will evaluate Contractor's performance under this agreement on not less than an annual basis. Such evaluation will include assessing the Contractor's compliance with all contract terms and performance standards. Contractor deficiencies which County determines are severe or continuing and that may place performance of the agreement in jeopardy if not corrected will be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by the County and Contractor. If improvement does not occur consistent with the corrective action measures, County may terminate this agreement or impose other penalties as specified in this agreement.

RESPONSIBLE DEPARTMENT

Internal Services Department

Chief Executive Office

County Counsel

DATE ISSUED/SUNSET DATE

Issue Date: January 13, 1998

Review Date: November 21, 2002

Review Date: February 22, 2007

Review Date: December 14, 2010

Sunset Review Date: January 13, 2002

Sunset Review Date: November 21, 2006

Sunset Review Date: February 22, 2011

Sunset Review Date: December 14, 2014